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Enriching Lives

February 23, 2004

To: Each Department Head

From: Dave Lambertson
Interim Director 

Subject: **NEW AND ENHANCED COUNTY CONTRACT DATABASE**

I am pleased to inform you that the new County Contract Database will be available to departments on March 1, 2004. The new Contract Database is accessible through the new URL camispnc.co.la.ca.us/contractsdatabase or via the County's Intranet Home Page under "Contract Database".

Background

In March 2000, the Auditor-Controller and the Internal Services Department (ISD) jointly developed the County Contract Database. All departments are required to enter Proposition A/Living Wage, Information Technology, and Construction contracts into the database, as well as annual contractor performance information. ISD and the Office of Affirmative Action Compliance are responsible for reviewing the database for departmental compliance with the reporting requirements and providing a semi-annual report to the Chief Administrative Office and the Auditor-Controller. Additionally, each department head is required to annually certify data entry compliance with the Auditor-Controller.

Current Status

The enhanced County Contract Database is more robust and user-friendly. Some of the enhancements include:

- A more flexible and expandable database structure
- Intuitive navigation between content pages
- Customized data entry fields for different contract types
- Expanded e-mail notification of important events, such as when a:
 - Contractor is debarred
 - Contract's active period is going to expire
 - User's account has been added or updated
- Additional ad hoc reporting capabilities

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Database reports and data can be viewed by simply logging on to the web address listed above. A password is required to enter and update departmental information. ISD has worked with departments to ensure the appropriate staff have passwords and know how to use the database.

ISD appreciates your assistance and cooperation in making the new Contract Database a successful and useful tool. Please feel free to contact me, or your staff may contact Daniel Medrano, Section Manager, Countywide Policy and Standards Section, at (323) 267-2233.

DL:dm

c: Administrative Deputies
Contract Managers

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